

**WALDO COUNTY COMMISSIONERS COURT SESSION
DECEMBER 13, 2005**

PRESENT: Commissioners John M. Hyk (Chairman), Charles G. Boetsch and Amy R. Fowler and County Clerk Barbara Arseneau.

NEW FACILITIES MANAGER:

New Facilities Manager Keith Overlock was introduced to the County Commissioners. B. Arseneau inquired about the Department of Labor violations correction deadline coming up on December 15, 2005. K. Overlock reported that all the departments had informed him that they have their evacuation plans completed. He further reported that the blood-borne pathogens and fire extinguisher training was scheduled for later in the month. He would follow up on that.

TREASURERS REPORT:

Present for this discussion was Treasurer David A. Parkman and Deputy Treasurer Karen J. Ward.

When asked, D. Parkman reported that the surplus at the end of 2004 had been \$106,000.00. When asked if he would know what the surplus was for 2005, D. Parkman replied that he did not know. The Commissioners and D. Parkman agreed that this should not be guessed at, but that it should be determined after all the invoices had been paid for 2005.

REVENUES:

D. Parkman reported that 107% had been received so far and asked if there were any questions. G. Boetsch asked if any more revenue would be coming in before the end of the year. K. Ward responded that it would just be interest and also the Emergency Management Agency reimbursement from the State. It was noted that Bangor Savings Bank is paying more interest than Camden National did.

RESERVES:

D. Parkman explained that the reserve accounts are not funded earlier in the year because it would give a "false report" on the appropriations side of the financial reports. He stated that there is about \$1,012,000.00 in the bank at the moment. It depends on what they want to fund for the Tax Anticipation Note. Last year it was 3.5%. He recommended that it be \$4,000,000.00, because there would be big-ticket items that will need to be paid early in 2006.

J. Hyk inquired about the overdraft in the Probate Court Appointments. K. Ward explained that they were overdrawn by \$12,000.00. J. Hyk asked how it would be paid and D. Parkman explained that it would come from surplus. J. Hyk asked how much was being funded for 2006 to deal with this and was reminded that the Budget Committee reduced the Probate budget by \$11,000.00. He remarked, "So, as the cost of doing business goes up, the Budget Committee reduces the budget." He then read the reserve account expenditures.

D. Parkman mentioned that one town did not get the assessment in on time, so he charged the town interest. The Town of Freedom paid the assessment but not the interest. D. Parkman had called and sent a letter notifying them of how much the interest would be. By law they have to send a sheriff out to collect the interest. He mentioned that they were also late last year but sent the interest.

****G. Boetsch moved, A. Fowler seconded to accept the Treasurer's Report. Unanimous.**

WARRANTS:

D. Parkman read the expenses from the Restricted and Active Accounts and the Commissioners voted as follows:

****G. Boetsch moved, A. Fowler seconded authorizing payment of the November 23, 2005 Active/Restricted reserve warrant in the amount of \$20,656.84. Unanimous.**

****G. Boetsch moved A. Fowler seconded authorizing payment of the November 23, 2005 regular warrant in the amount of \$452,255.86. Unanimous.**

****G. Boetsch moved, A. Fowler seconded authorizing payment of the December 13, 2005 Active/Restricted reserve warrant in the amount of \$4,800.55. Unanimous.**

****G. Boetsch moved, A. Fowler seconded authorizing payment of the December 23, 2005 regular warrant in the amount of \$315,207.83. Unanimous.**

SHERIFF'S REPORT

Present for this discussion were Chief Deputy Robert Keating and Jail Administrator Robert Tiner.

R. Keating reported that five applicants applied for three different Corrections positions. R. Tiner and B. Keating interviewed all applicants. Joshua Bowles has been hired as full-time Corrections Officer Without Certification, starting at \$12.71 per hour effective December 13, 2005. Kyle Lucas has been hired as full-time Corrections Officer Without Certification at \$12.75 per hour, effective November 30, 2005. Gerald Grierson has been hired as full-time Corrections Officer With Certification at \$13.00 per hour, effective November 30, 2005.

B. Keating mentioned that full-time Corrections Officer Ben Drouin will be in Iraq and asked the Commissioners if they could temporarily fill that vacancy full time with Corrections Officer Paul Sweetland. Paul was told that this slot has to be held for B. Drouin. P. Sweetland would be paid \$12.71 per hour with benefits and he has been told that if another full-time Corrections position becomes available, he'll be put in that slot.

A letter of official notification of required military duty was submitted to the Commissioners, to be placed in the file for Benjamin M. Drouin.

****A. Fowler moved, G. Boetsch seconded to accept the three full time employees as named above to fill the full-time Corrections Officer positions vacancies. Unanimous.**

G. Boetsch felt there was no need for an attorney.

****J. Hyk moved, A. Fowler seconded to hire Paul Sweetland full time subsequent to the attorney's advice on how to hire full-time "temporarily". 2 in favor, G. Boetsch opposed, due to involving a lawyer.**

The Commissioners instructed County Clerk B. Arseneau to obtain the correct wording from Attorney Linda McGill.

Letters of resignation were received as follows from:

- Full-time Corrections Officer Darren D. Nadeau is has resigned effective October 15, 2005, but who wished to be placed on the part-time roster.
- Full-time Deputy Shane F. Hughes has resigned effective November 15, 2005.

The County Commissioners accepted the letters of resignation.

EMERGENCY MANAGEMENT AGENCY REPORT:

Present with the Commissioners for this session was Interim E.M.A. Director Jethro Pease who reported the following:

J. Pease commented on how well Archivist/Grant Writer Cheryl Coats did on writing the grant for Homeland Security. He stated, for the record, his disappointment with the Budget Committee this year and from what he observed, Mr. Sneed was very rude. Prior to this year, he had respect for him.

J. Pease brought a list of goals and said that he has accomplished all of them but two. He also listed several classes that are being offered to the municipalities. All have participated except Waldo, Prospect and Islesboro. J. Pease also brought to the Commissioners' attention that the E.M.A. Clerk's position is being reconstructed. Instead of two part-time people, there will be one full time person. The screening group for the full time person will be Veronica Spear, Kathy Cunningham and Hope Bartlett. The final interviews will hopefully include the new E.M.A. Director.

HAZARDOUS MATERIALS

Regarding the Operations Team, J. Pease described the number of people requiring training so that about eight can respond at one time. He had spoken with Rockland regarding assistance with liquids and extremely hazardous chemicals.

Twenty people have been trained in Northport. Searsport will be holding a training session in February. They need someone to handle the financial part of the team. Searsport Fire Chief Terri Cook has volunteered to serve as Head of Operations. The County would serve as the administrative part. The towns should submit the forms to the County for reimbursement. The county should not be the operations portion, but the administrative only.

The Waldo County Decon Strike Team should be set up to do medical screening for those going in and coming out of a hazardous area. A Decon tent is very expensive, but it is required. The strike team assesses, starts set-up, and starts medical screening. J. Pease said that right now he is working on metering and monitoring equipment, and a trailer for supplies and equipment to be kept in Searsport. As soon as they are called out by County Dispatch, then the liability falls on the State.

Air Fill System

J. Pease briefly reviewed the background of how the air fill system came to be on County property. He explained that it was purchased 1/3 by the Jail, 1/3 from the Waldo County Fire Fighters (who would manage it) and 1/3 by FEMA. J. Pease provided a copy of a letter detailing the background of the air fill system, the issues and a possible solution. The County would house and maintain. It has been there 8 to 10 years. It is in an unheated bay and was not inspected or licensed. The current Sheriff has asked for it to be removed. It is in the sally port, which is not a good idea for security reasons. Searsport has agreed to house

it. The cost to set it up would be 50-50 from EMA and the Fire Fighters Association. The motor has to be overhauled.

****A. Fowler moved, G. Boetsch seconded to relinquish the County's interest in the air fill system to the Waldo County Fire Fighters Association, to be housed in Searsport. Unanimous.**

Generators

All of the generators have been serviced and topped off for the fall. The Searsport generator needs to be assessed for repairs and use. J. Pease had found the agreement for the rental generator that could be used at Troy Howard Middle School. He thought there was a contract to have a generator brought in within 6 hours. If one couldn't be brought in, then the National Guard would bring it. He has left several telephone messages with the company, but he thought the County signed with an agency in Portland. J. Hyk asked how the generator that is to be brought in would be fueled. J. Pease said that the County would have to make an agreement with an oil company to fuel it.

A. Fowler exclaimed that she was "completely blown away," at what J. Pease had accomplished. The Commissioners thanked J. Pease for doing an excellent job in the capacity of Interim E.M.A. Director.

CORRESPONDENCE

Present with the Commissioners was County Clerk Barbara Arseneau along with Deputy County Clerk Veronica Spear to take minutes. Correspondence to the Commissioners was as follows:

1. Sharon Peavey won the Safety Prize of \$100.00 for her suggestion of installing smoke detectors in all the county offices.
2. Regarding the transference of a small section of the Jail driveway property to abutting neighbor, Lucille Paul,

****A. Fowler moved, G. Boetsch seconded to sign the deed between Lucille Paul and the County. Two in favor; G. Boetsch opposed.**

3. B. Arseneau read a memo from Michelle Adams, Human Resources Payroll Director regarding employees who are enrolled in both Maine State Retirement System and with the Waldo County Deferred Compensation Plan with Lord Abbett and Co. and who have been receiving County matches for both plans. As directed by the County Commissioners, these employees will only receive one match, and since the match for MSRS is mandatory, that would be the one matched. M. Adams needed to know when this would be in effect so she can notify that payroll company and the employees. The Commissioners voted as follows:

**** A. Fowler moved, G. Boetsch seconded for it to be effective on January 1, 2006 that employees will only be entitled to receive one match only if enrolled in both the County Retirement and Deferred Compensation plans. Unanimous.**

4. Archivist Cheryl Coats submitted a list of records that could be disposed of.

****A. Fowler moved, G. Boetsch seconded to disposing of these records on the list dated 12/12/2005. Unanimous.**

5. ****A. Fowler moved, G. Boetsch seconded that Commissioner John Hyk serve as Chairman for the Board of Waldo County Commissioners for 2006. Unanimous.**

The Commissioners discussed who was going to be on the different committees.

John Hyk – Chairman and A.D.A. related-issues

Amy Fowler – Jail Research Committee, M.C.C.A. Boards

Greg Boetsch – Vice Chairman, LEPC, Coastal Communities, MACo

Barbara Arseneau – Healthy Communities Coalition, Senior Collaboration, President of M.A.C.C.A.M. and M.C.C.A. Convention

- ** A. Fowler moved, G. Boetsch seconded to accept these duties and arrangements. Unanimous.**

6. A letter was received from Patsy Crockett of Maine County Commissioners Association regarding the need for the Commissioners to elect a Director for 2006 from each county to serve on the MCCA Risk Pool and Board of Directors. The Commissioners chose Amy Fowler as Waldo County's representative.
7. The Commissioners briefly discussed plans for the Public Hearing for the Waldo County FY 2006 budget, which was being held on December 14, 2005 at the District Courthouse.
8. At the recommendation of Interim E.M.A. Director Jethro Pease, the interview panel for the E.M.A. Director will be all three Commissioners along with Deputy County Clerk Veronica Spear to take the minutes.
9. B. Arseneau received a letter from Patsy Crockett from M.C.C.A. relating information about the 2006 MCCA Convention that will be held at Sunday River in Bethel and how to book rooms. P. Crockett mentioned that more participation from the associations was required and she needed to know who was interested in being on the planning committee, and was looking for planning suggestions as well. The Commissioners suggested discussing retirement packages for County employees. B. Arseneau notified the Commissioners that as President of the Maine Association of County Clerks, Administrators and Managers (MACCAM), she was required to attend the planning sessions.
10. Archivist and Grant Writer Cheryl Coats notified the Commissioners that the County has received word that it will be granted Homeland Security Grant funding in the amount of \$160,000.00. The Commissioners expressed their appreciation for the quick, diligent work C. Coats put into getting the already late grant put together, written and sent in time for the County to even be considered in the first place. Receiving the grant was unexpected and the Commissioners were extremely pleased.
11. B. Arseneau read a letter received from DRG Specialty Services, LLC in response to the Waldo County 2006 Budget meeting that was held on December 1, 2005. The letter was for clarification purposes.
12. B. Arseneau shared a letter received from the Town of Troy Planning Board, detailing their interest in the preservation of original deeds and road plans and inquiring about the validity of a recent article in The Citizen that the County Archivist was throwing these out due to lack of space. The Planning Board requested that any records pertaining to Troy that were not going to be kept by the County be set aside for the Town of Troy and they would pick them up in a timely manner. They further expressed their assumption that other towns "would want the same consideration." They also

stated, “To lose original deeds (which we can access much more easily from our files than by driving to Belfast), road plans and other historical materials would be most unfortunate, in our view.” The Planning Board then asked for a full report of the work of the archivist, including a descriptive list of materials archived or distributed be shared with the towns. The Commissioners were pleased to hear that the work the Archivist was doing was understood and appreciated by these people and expressed that this simply confirmed that preserving and caring for the records was the right thing to do.

13. B. Arseneau informed the Commissioners that Facilities Manager Keith Overlock came into the Facilities Management position with 108 hours of Comp time that had been accumulated while working as dispatcher. The Commissioners told her to overdraw that line item.
14. The Commissioners noted the following pay step increases:
 - Corrections Officer Benjamin Druin completed his certification at the Maine Criminal Justice Academy on September 23, 2005 and should receive a pay increase to \$13.38 per hour.
 - Corrections Officer Frank Grillo should receive a one-year pay increase from \$12.87 to \$13.01 per hour, effective December 5, 2005.
 - Corrections Officer Frank Grillo completed his Corrections Level “C” certification on December 9, 2005 and should receive a pay increase to \$13.38 per hour.
 - Corrections Officer Carlene Thornton completed her certification at the Maine Criminal Justice Academy on September 23, 2005 and should receive a pay increase to \$13.38 per hour.
 - Shift Supervisor Patricia Schade should receive a five-year pay increase from \$14.91 to \$16.14 per hour and she will receive an additional 24 hours of vacation time, effective December 17, 2005.
 - Probate Clerk Wanda Pinkham should receive a six-month pay increase to \$11.46 per hour, effective December 20, 2005.

The Commissioners noted these pay increases.

15. County Clerk Barbara Arseneau requested that she carry 46.5 hours of vacation leave until the end of March 2006. The Commissioners allowed this.
16. B. Arseneau shared a report from Elizabeth Hieronymus regarding the decorating of the tree on the Superior Courthouse property for Christmas and noted that the electrical work had been done and “the tree looks beautiful.” She expressed her appreciation to the Commissioners and to the electrician.
17. The Commissioners asked B. Arseneau Register of Probate Joanne Crowley if she would reconsider serving as Associate Member again on the MACo Education Subcommittee, as she had requested not serving in 2006.
18. B. Arseneau asked permission to use the Commissioners conference room for the Healthy Communities Coalition to meet in, as they had no place else to hold their meeting on January 24 2006, from 3:00 to 4:30. The Commissioners authorized this use of the conference room.

REGISTER OF PROBATE 2005 FEES:

Present for this discussion was Register of Probate, Joanne Crowley and Deputy Treasurer, Karen Ward.

J. Crowley submitted the monthly Probate fees from December 2004 through November 30, 2005:

FEES:	\$56,867.24
SURCHARGE:	\$370.00
RESTITUTION:	<u>\$809.10</u> *
TOTAL:	\$58,046.34

*In addition to \$809.10 collected by Waldo County Probate Court for restitution, \$150.00 was paid directly to the Waldo County Treasurer for restitution. The Commissioners signed the closing of the Probate Registry books for 2005.

J. Hyk asked if the rest of the Probate Registry budget would apply towards court appointments. J. Crowley responded that it would. J. Hyk asked if it would get better. J. Crowley replied that she did not know; it would be hard to tell.

REGISTER OF DEEDS 2005 FEES:

Present for this discussion was Register of Deeds, Deloris Page and Deputy Treasurer, Karen Ward.

D. Page submitted the 2005-year end report for the Registry of Deeds as follows:

FEES:	\$309,995.26
SURCHARGE:	\$34,896.00
INTEREST:	\$598.68
TRANSFER TAX:	<u>\$91,942.18</u> (had been about 1 million)
TOTAL:	\$437,432.12

The estimated receipts for 2005 were \$67,000.00.

The Commissioners accepted this report and closed the books for the Registry of Deeds for 2005.

MISCELLANEOUS REPORTS:

* Commissioner Hyk wants to attend the annual Meeting and the other commissioners too.
Rooming for the M.C.C.A. Convention:

- 1- Amy Fowler
- 2- Greg Boetsch

The next Waldo County Commissioners Court Session will be December 14, 2005 at 3:45 p.m. to interview candidates for the Emergency Management Agency Director position.

The first County Commissioners Court Session in 2006 will be January 10, 2006.

****G. Boetsch moved, A. Fowler seconded adjourning the meeting at 11:35 p.m. Unanimous.**

Respectfully submitted by Barbara L. Arseneau Waldo County Clerk